

SCANNER SHEET REPORTING INSTRUCTIONS

SALESMAN'S NAME _____	SALESMAN'S TERRITORY NUMBER	WEEK ENDING (Friday)		SALES CYCLE NO.
TERRITORY NUMBER _____		MONTH	DAY	
	01 02 03 04 05 06 07 08 09 10 11 12	JAN FEB MAR APR MAY JUN	01 02 03 04 05 06 07 08 09 10 11 12	10 11 12 13 14 15 16 17 18 19 20 21
	13 14 15 16 17 18 19 20 21 22 23 24	JUL AUG SEP OCT NOV DEC	13 14 15 16 17 18 19 20 21 22 23 24	22 23 24 25 26 27 28 29 30 31

REPORT IN THESE SECTIONS IN THE NORMAL MANNER. BE ESPECIALLY CAREFUL TO INSURE THAT YOUR PROPER TERRITORY NUMBER IS WRITTEN AND MARKED IN THE APPROPRIATE SPACES.

REVIEW YOUR SCANNER CAREFULLY BEFORE MAILING TO MAKE CERTAIN THAT ALL FIELDS ARE MARKED CORRECTLY.

MAIL IN AMPLE TIME FOR THE SCANNER TO ARRIVE IN OKLAHOMA CITY NO LATER THAN MONDAY MORNING.

SELLING ALONE			
TUE	WED	THU	FRI
01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12
BEING TRAINED			
MON	TUE	WED	THU
01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12

TYPE CALLS

NON-CONTROLLED	CONTROLLED
01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24	13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31	25 26 27 28 29 30 31

REPORT NUMBER OF NON-CONTROLLED AND NUMBER OF CONTROLLED CALLS MADE EACH WEEK.

TOTAL GRATIS USED

01 02 03 04 05 06 07 08 09 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31

ALL GRATIS USED SHOULD BE COMBINED AND TOTAL PACKS USED REPORTED IN THIS COLUMN.

SPECIAL INSTRUCTIONS

COLUMN 1	COLUMN 2	COLUMN 3
01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24	13 14 15 16 17 18 19 20 21 22 23 24	13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31	25 26 27 28 29 30 31	25 26 27 28 29 30 31

REPORT SALES OF EXTRA 5 CARTONS OF MARLBORO RED IN COLUMN NO. 1. USE OTHER COLUMNS ONLY AS SPECIFICALLY INSTRUCTED IN YOUR P.P.P.

CONSUMER INCENTIVE

PKS 20'S SWITCH SOLD	SAMPLE 20'S USED
01 02 03 04 05 06 07 08 09 10 11 12	01 02 03 04 05 06 07 08 09 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24	13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31	25 26 27 28 29 30 31

REPORT TOTAL NUMBER OF 20'S SWITCH SOLD IN THIS COLUMN.

REPORT TOTAL NUMBER OF 20'S USED FOR SWITCH SELLING AND SAMPLING IN THIS COLUMN.

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C A R T O N S	1st MAJOR CIGARETTE	
	Non-Controlled	Controlled
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

REPORT ALL SALES OF B & H-100'S IN THIS COLUMN FOR THE FULL EIGHT WEEKS. MAKE CERTAIN NON-CONTROLLED TOTALS ARE SEPARATED FROM CONTROLLED TOTALS.

C A R T O N S	2nd MAJOR CIGARETTE	
	Non-Controlled	Controlled
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

- REPORT ALL SALES OF VIRGINIA SLIMS IN THIS COLUMN FOR THE FIRST 4 WEEKS (NOV. 4 - NOV. 29)
- MARLBORO 2ND 4 WEEKS (DEC. 2 - DEC. 27)

C A R T O N S	3rd MAJOR CIGARETTE	
	Non-Controlled	Controlled
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

- REPORT ALL SALES OF MARLBORO IN THIS COLUMN FOR THE FIRST 4 WEEKS (NOV. 4 - NOV. 29)
- PARLIAMENT - 2ND 4 WEEKS (DEC. 2 - DEC. 27)

C A R T O N S	SUPPLEMENTAL	
	Non-Controlled	Controlled
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

REPORT THE SALES OF ALL OTHER BRANDS IN THIS COLUMN FOR THE ENTIRE CYCLE.

REVIEW YOUR SCANNED COPY

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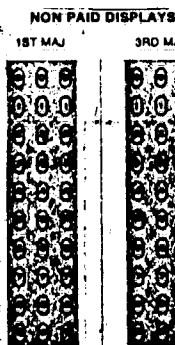
D I S P L A Y S	SETUP OR SERVICE	
	B	B-1
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

REPORT AS USUAL.

D I S P L A Y S	1st MAJOR CIG.	
	SET/SELL	SPECIAL ACTIVITY
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

REPORT ALL PAID SET/SELLS DISPLAYS FOR B & H 100'S IN THIS COLUMN.

DO NOT REPORT IN THIS COLUMN.



REPORT ALL 1ST MAJ. SET/SELL DISPLAYS PLACED WITHOUT PAYMENT IN THIS COLUMN.

REPORT ALL 3RD BRANDS SET/SELL DISPLAYS PLACED WITHOUT PAYMENT IN THIS COLUMN.

D I S P L A Y S	3rd MAJOR CIG.	
	SET/SELL	SPECIAL ACTIVITY
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

REPORT ALL PAID MARLBORO SET/SELL DISPLAYS DURING THE FIRST 4 WEEKS PARLIAMENT 2ND 4 WEEKS.

DO NOT REPORT IN THIS SECTION.

D I S P L A Y S	DISPLAYS ERRECTED	
	SET/SELL	SPECIAL ACTIVITY
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

REPORT ALL VIRGINIA SLIMS "BOOK OF DAYS" A-1 DISPLAYS ERRECTED THIS CYCLE IN THIS COLUMN.

REPORT ALL 30-CARTON MINI-BIN DISPLAYS ERRECTED THIS CYCLE IN THIS COLUMN.

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